

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Accountant Trainee

Classification: Accountant Trainee

Location: 9646 Butterfield Way

Section/Unit: Accounting & Financial Resources/553

Salary Range: \$3,027-\$3,505

Number of Vacancies: 2

Job Description: (includes typical duties)

Under the general supervision of the Accounting Administrator, the Accountant Trainee performs professional accounting duties in the establishment and maintenance of accounts and financial records for the Franchise Tax Board. Typical duties include the preparation, review and analysis of financial reports and statements; reconciling funds and accounts; and researching and resolving account discrepancies.

Required Knowledge, Skills, Abilities:

- Apply general and state fund accounting principles and procedures
- Research, analyze data and arrive at sound conclusions
- Use good judgment when analyzing situations, draw sound conclusions and take effective/appropriate actions while maintaining a focus on customer service
- Excellent attendance, organization and strong communication skills (written and oral)
- Prepare clear, complete, and concise reports
- Excellent interpersonal skills and ability to get along with others in a team environment
- Follow prescribed procedures, complete tasks and meet deadlines
- Maintain flexibility and adapt to changing priorities

Desirable Experience/Qualifications:

- Automated accounting systems and PC software
- Familiarity with CALSTARS

Mail or hand deliver your application by June 30, 2006

Contact Person Michelle Moody Telephone # (916) 845-7296

Address/Room # Mail to: PO Box 550, Sacramento, Ca 95812-0550 Attention: Michelle Moody

FTB employees please deliver to: Accounting Attn: Michelle Moody, MS: A362,

Special Instructions State applications are available on the web at: <http://www.ftb.ca.gov/jobs/howtoapply.htm>

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants **not currently employed with the Franchise Tax Board** will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.